



FEDERAL OCCUPATIONAL HEALTH

Policy Number: M.70
W/F Policy Number: 0-15
Effective Date: 1/1/99
Approved By: COS Leads

UNUSUAL INCIDENT POLICY

1.0 PURPOSE

To establish a standardized practice for documentation and communication of unusual incidents at all Service Provision Sites (Health Center or Wellness Fitness Center). Such a practice should improve documentation and communication, decrease liability and facilitate prevention of recurrences.

2.0 SCOPE

This policy applies to all untoward incidents, which occur at FOH Service Provision Sites. Such incidents include but are not limited to injuries, hazard spills, psychiatric emergencies, severe medical reactions, equipment malfunction, which may have or did result in risks to health or safety, or any event which could result in a legal claim. It is the responsibility of the FOH provider to exercise good judgement in identifying the appropriate event, which warrants completion of the form.

3.0 POLICY

The FOH provider should completely document all untoward incidents in the clinical or fitness record and complete the Unusual Incident Report Form as instructed. The appropriate COR and Program Coordinator should be notified immediately and the Unusual Incident Report faxed to them. The report must be retained in the COR "Unusual Incident" file for six years.

4.0 REFERENCE

- Attachment: Form FOH-14, "Unusual Incident Report"
(Camera-ready)